

SAP Business Intelligence Reporting

BI Basic Glossary of Terms

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

The BI Basic Glossary of Terms section provides an overview of common terminology used throughout the BI Self-Paced Learning Materials.

Term	Description/Comments
Ad hoc Query	Query created by BI Power Users using BEx Tools via SAP GUI.
Attribute	Fields that describe a Master Data entity (characteristic). For example: “Annual Salary” and “Position” are both attributes of the Characteristic “Employee”.
BEx Query Designer	Business Explorer (BEx) Query Designer is a SAP BI tool that allows BI Power Users to design and build ad hoc queries.
Characteristic	Descriptive field that provides context for Key Figures in an InfoProvider.
Display Attribute	Attribute that provides supplemental information about a characteristic for display only.
Drilldown	Navigation step used to obtain additional data on a report.
Fact Table	Table that contains all key figures of an InfoCube. The key figure portion is created by links to the Characteristics of the InfoCube.
Filter	Tool that limits query results to specific values. This allows the user to select single values or multiple single values.
Free Characteristic	Optional characteristic used for drilldowns. This characteristic is not displayed in the initial query results (option is provided to allow the user to display the characteristic if needed).
Hierarchy	Master data tables that store parent-child relationships between values of master data entities. For example: the Organizational Unit hierarchy.
InfoCube	Data object containing multi-dimensional data. InfoCubes contain InfoObjects (data fields) such as Key Figures and Characteristics that are used to build BI queries and reports.
InfoObject	Fields within BI which are used to create queries. For example: the ‘Position’ field in HRMS is mapped to a ‘Position’ field in BI called an InfoObject.

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Term	Description/Comments
InfoProvider	A data object used to create queries and reports. InfoCubes, MultiProviders and Operational Data Stores are types of InfoProviders.
Key Figure	Numeric fields used for analysis in BI reports. For example: number of employees, length of service and annual salary are “key figures”.
Master Data	Data used in queries and reports to add more detail to Characteristics. Master Data does not change frequently. For example: Employee Name, Date of Birth and Personnel Number are “master data”.
MultiProvider	Combines data from two or more InfoProviders and makes it available for reporting purposes. A MultiProvider does not contain data, but is a view of the InfoProviders on which it is based.
Navigational Attribute	Provides supplemental information about a characteristic and enables filtering and sorting of data from the report results.
OLAP	On-line Analytical Processing. Provides the ability to perform analysis on data stored in a database and analyze different dimensions of multidimensional data.
Query	A collection of data (e.g. key figures and/or characteristics). Some reports contain more than one query.
Report	Pre-defined query developed for use across agency security groups. All BI Custom Reports will be accessible through the HRMS Portal.
Role	A collection of activities a user is able to perform. The ability to access BI reports, specific functions and data within the BI environment is controlled by Roles assigned to the user.
Variable	A query parameter used to limit data results in a query or report (selection criteria). For example: some reports require the user to input a variable value for a timeframe such as Month/Year.